

S E C R E T

27 February 1962

MEMORANDUM FOR: All R&D Branch Chiefs

INFO : C/TSD [] thru AC/ []

SUBJECT : Reports

1. One of the demonstrated needs at the [] Audio Seminar was the requirement for more timely and effective reporting on R&D activities to field Techs.

2. As a first step in this direction the following is specifically proposed [] as a result of discussions with [] Data sheets of the type attached will be prepared on all items of interest to, and used by, [] Techs. These to be of two types. One for all [] items and exactly similar in format to the examples attached. The other for all [] devices which are about to become production items, but prepared on yellow sheets and overprinted with a statement to the effect that the item is not in stock. Since the bulk of these equipments will be from [] we will look to that Branch for standards as to format and content of the yellow data sheets also. Similarly, coordination ought to be effected by the individual branches with []

3. It is envisioned that upon placing an item into stock appropriate white data sheets can be issued as replacements for the yellow sheet presumably already in the field.

4. It is hoped that ultimately the responsibility for preparation and issuance of these data sheets can be placed elsewhere than in R&D, but the need exists and for the immediate future we shall have to continue as outlined. It is apparent that this process, in any event, should become quite routine with data sheets accompanying the delivery of all pertinent equipments. There is probably no reason why, for example, the contractor could not prepare and supply the sheets along with instruction manual and similar documents.

5. I would like to solicit your comments on both the need for and (if desirable) the manner of disseminating to Techs in the field and

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25X1 Headquarters [] personnel information on items further back in the R&D pipeline for information and/or planning purposes. The following are suggested for discussion purposes:

- a) Informal R&D "newsletter" type periodical.
- b) Old-style R&D Class "B" or "C" reports updated periodically.
- c) [] type descriptive data sheets.

25X1 6. Finally, it is obvious that all of the foregoing can, in some manner be applied with equal pertinence to other, non- [] activities. It is hoped that this can be initiated in the near future.

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EO/TSD/R&D

Attachment -
Data Sheet

Distribution:
All R&D Branches
C/TSD []
C/TSD []
C/TSD []

25X1

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